



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Chair: Melissa Tacke

Vice Chair: Tim Wiles

Secretary: Natalie Hurteau

X	APLM – Mary Coon		NGRN - Daryl McCarthy
X	ALTM - Joseph Burke		PTRB - Melissa Lockett
	BRLN – Sharon Vogel		POES - Margie Morris
	BERN – Kathy Stempel	X	RCSC - Judith Wines
X	BETH – Geoffrey Kirkpatrick		RENS - Jane Chirgwin
X	BRUN – Natalie Hurteau	X	RVLL - Kim Graff
X	CAST – Melissa Tacke		SNLK - Melinda Fowler
	COHS - Matt Graff		SCHG - Nick Matulis
	COLN - Evelyn Neale		STEP - Kim Roppolo
X	EGRN - Jill Dugas Hughes	X	TROY - Paul Hicok
X	GRAF – Natalie Hurteau	X	VAFL - Kelly Akin
X	GUIL - Tim Wiles		VOOR – Gail Sacco
X	HOOF – Lise Smith	X	WTVT – Kelly Vadney
X	MEND - Lenny Zapala		WSTR - Sue Hoadley
X	NASS – Tracey Clague	X	UHLS - Tim Burke

Directors' Association

June 1, 2018

9:06 AM - Meeting called to order by M. Tacke, Chair.

I. MINUTES

MOTION: L. Zapala moved to accept the Minutes of the May 4, 2018 meeting. G. Kirkpatrick seconded. Unanimous.

II. REPORTS

Director's Report – T. Burke reported on the following:

- **Construction Grant Information** - DLD has officially informed UHLS that the total allocation of grant funds this year is \$1,079,387! Please plan on the portal opening on or near June 1. At the May meeting the UHLS Board approved the Services Committee's proposed revisions to the timeline and the UHLS guidelines documents for the construction grant process, so they will be in effect for this upcoming grant cycle. More detailed information can be found on the UHLS website.
- **UHLS Annual Celebration** – Looking forward to seeing you all at the 2018 Annual Celebration, Tuesday, June 19 at the Hilton Garden Inn in Troy! Showcase tables are still available. If you'd like to show off your library's creativity, innovation, community engagement, to be an exemplar to the UHLS community, contact Mary Fellows. Feedback from the group: many small libraries do not want to stand behind a table, because it usually falls on the Directors and they'd rather mingle. Will seats be assigned? Yes!
- **Librarians Guide to the Homeless Training** – Outreach funds covered the cost of training for everyone and Deanna will be sending an email to the Directors list next week with the details about how to create a login and get started using the tool.
- **National Network of Libraries of Medicine Grant** – Outreach UHLS, SALS and MVLS collaborators co-wrote a successful sizeable grant from NNLM for a joint health programming and staff training. Deanna will be reaching out to the adult services list with participation details in the upcoming weeks.
- **WMHT / The Great American Read (TGAR)** – CDLC was contacted by WMHT and there will be a general meeting for library directors and staff to learn more about this project on June 11 from 4-5pm and is open to everyone. Deanna has created a curated collection in OverDrive related to TGAR and has also ordered titles to fill in most of the gaps in our eContent collection.
- **SPAC** – There's new leadership at SPAC and with that, there's a new interest in community engagement. One of the thoughts of the new marketing manager was to connect with the libraries of the Capital Region. Community programming is on their mind and would love to develop that connection. UHLS is in discussion with SPAC about possible initiatives, so stay tuned. Remember, this is NOT for Live Nation concerts.
- **eCommerce in Sierra** – A number of directors were looking for documentation to present to their Boards prior to a vote, so T. Burke has included a document with some background information, a summary of the details of the eCommerce feature in Sierra and a recommendation from UHLS on the implementation of the feature for the System.

DA Meeting 6/1/18

He will be updating the document to include cost and percentage rate. TROY asked what would be on the monthly report, as they have a policy for reversing fines if a lost book is found and returned within 60 days. Minimum payment amounts in Encore still need to be set. RVLL asked if there will be a minimum amount to have the checks cut quarterly. She would rather see a \$10 check be donated to eContent to benefit all member libraries rather than spend time going to the bank. M. Tacke asked if we could set a date to vote on this topic.

Motion: L. Smith made a motion to hold the vote on the eCommerce feature at the August 3rd DA Meeting. J. Dugas Hughes seconded. Unanimous.

Finance Committee – J. Dugas Hughes reported that financially UHLS is in good shape, nothing major to report as it was a standard operating month. The Trustees discussed the construction grant process and approved the revisions. The Board felt like they heard what the directors said and are open to continuing the conversation. The William Meredith Library Advocate Award will be given posthumously to Bernie Margolis.

Services Committee – N. Hurteau reported that the Services Committee reviewed nominations and chose winners for both the Youth & Family Program of the Year Award and the Adult Program of the Year Award.

Administration Committee – M. Graff is not present but similar to the Services Committee, award nominations and winners were discussed for the Trustee of the Year Award and Volunteer of the Year Award.

Automation Advisory Committee – Nothing new to report.

Central Library Advisory Committee – No meeting.

eContent Advisory Committee – No meeting, but there is a handout! Chart is up to date as of yesterday afternoon, there's still a number of libraries that haven't spent any money on eContent. A meeting in June is scheduled where the Committee will discuss the 2019 eContent purchase amount. A number of libraries have signed up for the OverDrive Advantage Plus program – that money is not reflected in the chart. BETH just placed a large Advantage Plus order but is working with OverDrive to get the data showing the impact for their library and the system. GUIL would like to see the average wait time included on this chart each month.

III. OLD BUSINESS

HOOF asked if there was an Expedition update. T. Burke reported that the committee is still working on specifics but it is still slated to be a fall program. More will come at the UHLS Annual Celebration.

IV. NEW BUSINESS

After the back and forth on the DA email list, UHLS will conduct a salary survey with information provided by the member libraries. It was agreed at this time that health insurance and other benefits will not be included in this Google doc but that's data we can collect in the future. A suggestion was made to collect total hours and rates for director positions. WTVT,

CAST and EGRN will work with Jona to get the spreadsheet put together. APLM requested facilities and maintenance employees to be included. It would be nice if everyone would participate, this is a great tool for negotiating salaries.

V. OPEN FORUM

- EGRN: How are people using magazines in your library and what are you thinking for the future? At WTVT magazines are very popular and are checked out as an on the fly item. Magazines are also very popular at VAFL because many community members can't afford them; they use the card system for checkouts. BETH & EGRN have over 100 titles currently, RCSC has about 20 titles on display. BRUN now let's them run out and puts a flipster sign to drive people online. RVLL has a problem with WIFI – everyone needs to download everything/ emagazines before they leave because WIFI is spotty in their area.
- BRUN: N. Hurteau has had to make a dangerous dog report – neighbor's dog just attacked a patron at the library while she's in this meeting – consensus from the group: CALL THE POLICE NOW before the court date is made on the previous report.
- HOOF: Does anyone use cameras for unattended areas? Yes, it is recommend having the police come in and help you decide where to install them. Posting signs or fake cameras is not recommended as problems may arise with your insurance company.
- NASS: Paint and Sip Programs – what do you do for alcohol? WTVT hosts a Paint & Snack program – she has a volunteer come in to teach the class for free but charges \$5 to cover the cost of the canvas - there is always a waiting list. BRUN and GRAF hosts a Paint & Pizza program made possible by donations. VAFL is hosting one tonight at the community center – to avoid involving the state liquor authority, everyone brings their own. EGRN asked if the program is held at the library, do you have an alcohol policy in your handbook. Some responded yes, some no.

The next meeting will be Friday, August 3, 2018 at 9:00AM. Reminder: no July meeting!

MOTION: J. Wines motioned to adjourn. G. Kirkpatrick seconded.
Unanimous.

Meeting adjourned at 11:14 AM.